



# **YOUTH EMPOWERMENT DEMONSTRATION GRANT PROGRAM**

## **PROGRAM GUIDELINES**

**Fiscal Year 2006**

**Department of Health and Human Services  
Office of Public Health and Sciences**

**OFFICE OF MINORITY HEALTH**

**Application Deadline: June 15, 2006**

*Authorized under 42 U.S.C. § 300u-6, section 1707 of the Public Service Act,  
as amended.*

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## INTRODUCTION

These program guidelines provide clarification of the information on the Youth Empowerment Demonstration Grant Program, published in the Federal Register May 16, 2006. These guidelines are to be used in combination with the Federal Register notice and the general instructions provided in the application kit. Potential applicants should thoroughly read these program guidelines, the entire Federal Register notice, and the complete application kit prior to preparing an application.

### Program Authority

The Youth Empowerment Demonstration Grant Program (herein after referred to as the Youth Empowerment Program) is authorized under 42 U.S.C. § 300u-6, section 1707 of the Public Health Service Act, as amended.

### Program Purpose

The Youth Empowerment Program is designed to address unhealthy behaviors in at-risk minority (see definition of minority populations, page 24) youth, and provide them opportunities to learn more positive lifestyles and enhance their capacity to make healthier life choices. It is intended to test community-based interventions on reducing risky behaviors among targeted minority youth. These demonstration grants require a multi-partner approach involving institutions of higher education,

primary and secondary schools, community organizations and institutions, and the community at-large.

### Availability of Federal Funds

About \$5.8 million will be available for award in FY 2006. It is anticipated that 23 to 29 awards will be made.

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## PROGRAM OVERVIEW

### Background

The mission of the OMH is to improve the health of racial and ethnic minority populations through the development of policies and programs that address disparities and gaps. OMH serves as the focal point in the Department of Health and Human Services (HHS or Department) for leadership, policy development and coordination, service demonstrations, information exchange, coalition and partnership building, and related efforts to address the health needs of racial and ethnic minorities.

As part of a continuing HHS effort to improve the health and well being of racial and ethnic minorities, the Department announces the availability of FY 2006 funding for the Youth Empowerment Program. Violence among children and adolescents continues to be a public health concern. Data suggest that helping young people to achieve their full potential is the best way to prevent them from engaging in

risky behaviors. The Youth Empowerment Program provides targeted youth safe places with organized activities, opportunities to use their time in positive ways, academic enrichment, mentoring relationships with young adult roles models, career exposure, opportunities to engage in community service, information and guidance on embracing healthy choices and lifestyles, and ongoing interaction with the community.

### OMH Expectations

Among the cohort group of at-risk minority youth, it is intended that the Youth Empowerment Program will result in:

1. Reduction in high risk behaviors.
2. Strengthening of protective/resiliency factors.
3. Development of skills and behaviors that lead to healthier lifestyle choices.

### Applicant Project Results

Applicants must identify anticipated project results that are consistent with the overall Youth Empowerment Program purpose and OMH expectations. Project results should fall within the following general categories:

- **Mobilizing Communities and Partnerships** - by forming partnerships with educational institutions, community agencies and organizations,

and the community at large, to improve the quality of life for minority youth.

- **Increasing Knowledge and Awareness** - to effect change in the attitudes of minority youth regarding violence, abuse and other unhealthy behaviors through a comprehensive program of support and education.
- **Changing Behavior** - changing health behaviors and lifestyle patterns in minority youth.

The outcomes of these projects will be used to develop other national efforts to address unhealthy behaviors of minority youth.

**Note:** Funded projects will be expected to demonstrate progress toward meeting any or all of its anticipated results by the end of the project period. Such progress will be a factor in decisions regarding future funding.

### Project Requirements

Each applicant under the Youth Empowerment Program must:

- Involve at least three formal partnerships, one of which must be with a primary or secondary school. Other partners could come from the following: youth organizations (e.g., Boys and Girls Club), social service agencies, health/mental health agencies, faith and community-based organizations, community groups, the business community, and federally supported youth programs, including those funded

through the Administration for Children and Families, Indian Health Service, and Department of Justice.

- Identify the minority youth population who are at-risk of being involved in, committing or being the target of violent, abusive, or other unhealthy behaviors.
- Recruit and select a minimum of 25 youth from the target population to participate in the project. The youth are to be selected from one or more grade levels between and including 3<sup>rd</sup> through 10<sup>th</sup>. These students will comprise the specific target group (cohort) for each of the three years of the project.
- Establish a Youth Center to provide services to the cohort. The Center must be established on a physical site within a 10-mile radius to the target community to facilitate access to the program's services/activities on a consistent basis. (The Center can be located at the grantee institution or at a facility of one of the partner organizations.) Youth Centers established on American Indian reservations are exempted from the mileage limitation. The Center must be open year round, with activities/ services offered at various times (e.g., weekdays, evening, weekends) to accommodate the participants.
- Conduct a comprehensive program of support and education for the cohort in

the areas of academic enrichment; personal development and wellness, including health promoting activities such as exercise, and classes on nutrition and healthy eating habits; cultural enrichment; and career development. Activities must be provided for a minimum of 4 hours per week throughout the year. Additionally, summer activities must include a comprehensive program of at least 3 weeks duration, and a minimum of 20 hours per week.

- Offer opportunities for students to participate in activities or events on campus.
- Involve undergraduate students from the applicant organization as mentors, tutors, role models, etc.
- Involve parents in activities to promote their understanding of the health issue(s) and of risk and protective factors; and foster enhanced interaction with their children.
- Establish an Advisory Board comprised of five to nine individuals representative of the target community and partner organizations to provide advice and guidance on program design, implementation and direction. The membership must include a primary/secondary school educator or administrator, a parent, and an undergraduate student involved in programming. Other members could come from such areas as law

enforcement, the juvenile justice system, behavioral health (emotional and mental health, substance abuse, behavior disorders), social services, and faith and community-based organizations.

A signed Memorandum of Agreement (MOA) between the applicant organization and each partner organization must be submitted with the application. Each MOA must clearly detail the role and resources (including in-kind) that each entity will bring to the project; state the duration and terms of the agreement; cover the entire project period; and spell out terms for termination of the agreement. The MOA must be signed by an individual with the authority to represent the organization.

### **Ideas for Developing the Proposal**

The following section lists some examples of activities that can be supported under the Youth Empowerment Program.

- After school tutoring by college students, focusing on math, science, reading comprehension writing, etc.
- Age appropriate health promoting activities, such as cooking classes to reinforce proper diet and nutrition, or sex education classes to reinforce the message of abstinence and the “A-B-C” approach to HIV prevention - Abstinence, Be Faithful, and use Condoms.

- Participation in public speaking, debate teams, and other extracurricular activities designed to improve communication skills and develop self confidence.
- Bullying prevention activities designed to raise awareness, and to increase self assurance and self esteem.
- Peer leadership skills training, focusing on dealing with conflicts among friends, and recognizing and accepting alternatives to aggression and violence.
- Group recreational activities that incorporate team building techniques and leadership skills.
- Participation in educational board games, critical thinking skills games, and journal writing.
- Music, dance and drama opportunities to promote students’ personal talents and strengths.
- Physical fitness activities, such as walking, sports, and exercise.
- School assemblies on tobacco, drug and alcohol abuse.
- One-on-one and/or small group gatherings between college students and youth at sporting events, arts and crafts, movies, or bowling, designed to foster trust, encourage dialogue on goals and plans, and address barriers to academic and personal achievement.

- Field trips and participation in cultural ceremonies and events designed to expose students to diverse cultures.
- Family outings, award ceremonies and other events for parents and youth to reinforce family bonding, and encourage parental involvement and their reinforcement of project objectives and messages.
- Canned food drives, clean up and beautification projects, and other activities to encourage civic responsibility and pride.

**Note:** The above examples do not represent an exhaustive list of activities.

## TERMS AND CONDITIONS OF SUPPORT

### Eligible Applicants

To qualify for funding, an applicant must be:

1. a four-year undergraduate school with a documented history of working in minority communities; or
2. a Tribal College (see definition on page 24 of these Program Guidelines).

This is a limited competition. To qualify for funding, an applicant must be an educational institution, as described above.

This limited competition is based on the need for involvement of post-secondary schools in educating, coordinating interventions, and motivating minority students from underserved areas to develop those skills and characteristics that will lead to positive life styles, reduce risk for involvement in violence and other unhealthy behaviors, and, potentially, pursue careers that will lead to the expansion of the minority healthcare work force. Institutions of higher education with a history of serving minority communities are best situated to access the target population; succeed in coordinating efforts involving the collaboration of a wide variety of organizations, including primary and secondary schools, community organizations and institutions, and the community at-large; design, carry out and evaluate evidence-based activities of an educational nature with the target population, given their history of educating minority students; and insure the involvement of enrolled undergraduates, who are pursuing careers in health and social services, as mentors and role models for students from targeted minority neighborhoods, a key factor in ensuring success of these students. At the college level, these schools have greater access to a wealth of resources to design and guide the execution of such programs than would be expected from individual schools and community groups. In addition, they are in the best position to educate advisory board members, collaborating organizations, and other key stakeholders as to the root causes

of violence and other unhealthy behaviors, and to understand their critical roles in addressing these issues.

The college or university submitting the application will:

- Serve as the lead agency for the project, responsible for its implementation and management; and
- Serve as the fiscal agent for the Federal grant awarded.

A college/university may submit no more than one application to the Youth Empowerment Program. Those institutions submitting more than one proposal for this grant program will be deemed ineligible, and all proposals submitted will be returned without comment.

Colleges/universities **are not** eligible to receive funding from more than one OMH grant program to carry out the same project and/or activities.

### **Period of Support**

Those applicants chosen through the competitive process:

- Are to begin their demonstration project on **September 1, 2006**.
- Will receive an award, ranging from \$200,000 to \$250,000 total costs (direct and indirect) for a 12 month period.

- Will be able to apply for a non-competing continuation award ranging from \$200,000 to \$250,000 for each of the two additional years. After year one, funding is based on:

- The availability of funds; and
- Success or progress in meeting project objectives during the first year of the project.

**Note:** For non-competing continuation awards, grantees must submit continuation applications, written reports, and continue to meet the established program guidelines.

### **Use of Grant Funds**

Budgets ranging from between \$200,000 and \$250,000 total costs (direct and indirect) may be requested per year to cover the costs of:

- Personnel.
- Consultants.
- Equipment.
- Supplies.
- Grant-related travel (domestic only), including attendance at two OMH grantee meetings per year.
- Other grant-related costs.

### **Funds may not be used for:**

- Building alterations or renovations.
- Construction.
- Fund raising activities.

- Job training.
- Medical care, treatment or therapy.
- Political education and lobbying.
- Research studies involving human subjects.
- Vocational rehabilitation.

**Note:** All budget requests must be fully justified and include a computational explanation of how costs are determined. See - **Filling out the Budget Forms and Budget Justification Narrative** on page 8 of these Program Guidelines.

If funding is requested in an amount greater than the ceiling of the award range, the application will be considered non-responsive and will not be entered into the review process. The application will be returned with notification that it did not meet the submission requirements.

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## APPLICATION REQUIREMENTS

### Application Forms

Applicants must use Grant Application Form OPHS-1.

**Hint:** You need to disassemble Grant Application Form OPHS-1 in order to put the Application Package in the proper order.

**Order of Application Package** - All items in **bold** can be found in the application kit.

- **Face Page/cover page (SF 424) included in Form OPHS -1**
- **Checklist (pages 18-19 of Form OPHS 5161-1)**
- **Budget Information Forms for Non-Construction Programs (SF 424A) included in Form OPHS -1**
- Detailed Budget Justification (narrative). See the following section of these guidelines.
- Negotiated Indirect Cost Rate Agreement (if applicable).
- **Key Personnel Form**
- E.O. 12372 (State Reviews) - See page 22 of these Program Guidelines. Provide a copy of the cover letter, if applicable.
- **Project Profile.**
- Table of Contents.
- Project Narrative (proposal). (See pages 9 - 15 of these Program Guidelines.)

### Filling Out the Budget Forms and Budget Justification Narrative

In addition to filling out the budget forms located in the application kit, you must also

provide a separate budget justification narrative and computation of expenditures, as outlined below. Applicants should recognize that costs do not remain static; the budget should reflect the various phases and activities of planning, organizing, implementation, evaluation, and dissemination. Timing and cost for conducting the internal evaluation and dissemination of the project's results should be considered when preparing the budget.

### **Budget Forms**

Fill out the budget forms (SF 424A) located in the application kit. Also,

- Use SF 424A - Section B (1) to list the itemized budget for Year 1 costs.
- Use SF 424A - Section B (2) to list the itemized budget for Year 2 and 3 costs.

### **Budget Justification Narrative**

Use separate paper to write the budget justification narrative and computation of expenditures for **each year** in which grant support is requested.

- Identify your project expenditures using only the standard budget headings listed on the budget form (SF 424A), i.e., personnel and fringe benefits, contractual, travel, equipment, supplies, and other grant-related expenses.

- Then, write your budget justification narrative and computation of expenditures under the appropriate heading.
  - The “personnel” justification should indicate, for each position to be supported by the grant:
    - name, if known
    - title (on the project)
    - level of effort (percentage of time on the project, including in-kind)
    - salary
    - responsibilities
  - the “equipment” narrative should indicate:
    - type of equipment
    - number of items
    - cost per unit
    - who it will be used by
    - where and when it will be used
    - which objective and activity the equipment will support
  - The justification for out-of-town “staff travel” should indicate:
    - number of out-of-town trips
    - purpose/destination of each trip
    - estimated cost of travel (e.g., airfare, train fare, mileage) for each trip
    - per diem costs (meals, lodging and local travel)
    - title/position of traveler
    - when travel will take place

- which objective and activity are addressed

Provide similar information on other budget items under the appropriate headings.

The budget justification does not count towards the application page limitation.

**Reminder:** Participation in two OMH grantee meetings per year is mandatory. Applicants must budget for up to two grant staff to attend the meetings. For planning purposes, use Chicago as the travel destination. If an applicant is from the Chicago area, use Washington, DC.

**Note:** All applicants must fill out the Key Personnel Form. This form must follow the budget information included in the Application Package.

## REQUIRED CONTENT OF THE NARRATIVE SECTION

### How to Write the Project Narrative (Proposal)

In place of the Program Narrative Instructions on pages 15-17 of Form OPHS-1, describe your proposal using the following 6 sections, in the order provided to present your narrative:

- PROJECT SUMMARY
- BACKGROUND
  - Statement of Need
  - Experience
- OBJECTIVES
- PROGRAM PLAN
- TRACKING AND EVALUATION PLAN
- APPENDICES

The Project Narrative, including the Project Summary and Appendices, is limited to 75 pages double-spaced. Those institutions that previously received funding under the OMH-supported Family and Community Violence Prevention Program (FCVP), in addition to the project narrative, must attach a report on the FCVP Program and its results. This report is limited to 15 pages double-spaced, and does **not** count against the page limitation.

**Note:** Applicants must clearly identify previous participation in the OMH-supported FCVP, and include a Progress Report in the appendix.

The narrative must address the project requirements specified on pages 2-4 of these guidelines.

Provide sufficient details for reviewers to be able to assess the proposal's appropriateness and merit.

### Project Summary

The project summary must:

- Be no more than 5 pages in length double-spaced.
- Cover key aspects of the Background, Objectives, Program Plan, and Tracking and Evaluation Plan.

(See *Appendix A* for Suggested Project Summary Outline).

**Note:** Page numbering begins with the Project Summary.

**Hint:** It may be easier to prepare the Project Summary after the entire narrative (proposal) is completed.

## Background

### Statement of Need

- Describe the youth at-risk to be targeted by the project, including race/ethnicity, age, gender, and educational level, and the magnitude of the problem of violence, abuse, or other unhealthy behaviors on the population.

**Note:** The 25 students (minimum) selected to participate in the YEP are to comprise the specific target group (cohort) for each of the three years of the project.

- Describe the health problem or the need for the project and clearly describe the risk factors faced by targeted youth and how the proposed

protective factors will guard against and/or impact these risk factors.

- Provide rationale for the approach, supported with data from the local area (national, regional and state data may be used to put the local problem in context).
  - Include demographic information on the targeted geographic area; and
  - data on the significance or prevalence of the problem or issues affecting the target minority group(s).
- All epidemiologic information provided should be referenced and cited.

**Note:** Where local data are unavailable, the inclusion of county/district information should be considered to assist the reviewers in putting the problem in context. Some sources of data include the Centers for Disease Control and Prevention, the state's violence prevention plan, the local school system, the Department of Justice, and the OMHRC (1-800-444-6472).

- Identify partner organizations and provide the rationale for including them in the project.

### Experience

- Describe any similar projects implemented to work with issues of

abuse, violence or other unhealthy behaviors, and the results of these efforts.

**Reminder:** Those institutions that previously received funding under the OMH-supported Family and Community Violence Prevention Program must include a progress report in the Appendix on that specific project and its results.

- Discuss the applicant organization's experience in managing projects/activities, especially those targeting the population to be served.
- Describe where the project will be located within the college/university structure and the reporting channels.
- Provide a chart of the proposed project's organizational structure, showing who reports to whom.
- Describe how the partner organizations will interface with the applicant institution.

## Objectives

Objectives must relate to the purpose of the Youth Empowerment Program (see page 1), the identified problem(s), OMH

Expectations (see page 2), and activities to be conducted.

- Provide an objective for each of the

required program areas (i.e., academic enrichment, personal development and wellness, cultural enrichment, and career development).

- State the objectives in measurable terms, and include the time frame for achievement for the three year program.
  - Measurable terms include **both** baseline numbers (at the start of the project) and outcome numbers expected at the end of the project for each major component.
  - The time frame for achievement should indicate when the objective will be achieved.

**Note:** Objectives should not be confused with specific tasks or activities that will be implemented to achieve the objectives.

## Program Plan

The Program Plan must clearly describe how the proposed project (which must be linked to the stated need and objectives) will be carried out.

- Describe the target population of at-risk youth to be served, and where they are located.
- Provide details on where the Youth Center will be established, in relationship to the location of the target population. (The Center must be established on a physical site within a

10-mile radius to the target community to facilitate access to the program's services/activities on a consistent basis. The Center can be located at the grantee institution or at a facility of one of the partner organizations.) Youth Centers established on American Indian reservations are exempt from the mileage limitation.

- Describe the recruitment and selection criteria for the cohort group, and plans for replacing any members who drop-out over the course of the three-year project.
- Describe specific activities and strategies to address the identified risk factors and to achieve each objective. For each activity, describe:
  - how it is to be done
  - when it is to be done
  - where it will be done
  - who will do it
  - for whom it is to be done

Activities must be conducted in the areas of academic enrichment, personal development and wellness, cultural enrichment, and career development **at least four hours per week** throughout the year. **Summer activities must include a program of at least three weeks in length, and a minimum of 20 hours per week.**

- *Academic Enrichment* - activities designed to improve academic skills (e.g., math, reading, science, note

taking, time management, test taking) which will facilitate students' progression through school. Such activities may include tutoring after school and/or in school, study skills instruction, extracurricular activities or instruction, computer instruction, and counseling.

- *Personal Development and Wellness* - activities designed to promote and enhance positive self concepts and healthy lifestyles, including physical activity, offer students safe and positive alternatives for use of free time, develop interpersonal skills, and improve family relations and stability. Such activities may include health/wellness education and promotion, focusing on such areas as obesity and overweight, nutrition, and healthy lifestyle choices (e.g., abstinence, avoidance of smoking, and alcohol); referral for services, if needed; participation in sports, exercise, and other physical fitness activities; drug awareness; gang violence awareness; stress management; anger management; and conflict resolution. **An age appropriate community service project is required.**
- *Cultural Enrichment* - activities designed to expose students to a variety of cultural experiences to promote understanding and appreciation of diverse cultures, and promote awareness of their own

- heritage. Such activities may include visits to museums and cultural and historical sites; participation in cultural events and awareness activities; and visits from speakers/groups to discuss their culture/history.
- *Career Development* - activities designed to expose individuals to a variety of career options, including health and biomedical careers, and impart information on the preparatory activities necessary for such careers. Such activities may include exposure to successful professionals, workplace visits/tours, introduction to computers and other current workplace technology, and visits to colleges.
- Describe the nature and extent of the involvement of undergraduate students, as mentors, tutors.
  - Describe how parents will be involved, and the techniques that will be used to encourage and maintain their involvement and their reinforcement of project messages and objectives.
  - Describe the role and responsibility of each of the partner organizations.
  - Describe the advisory board, its members, and its role and responsibilities.
- Describe any products to be developed by the project.
  - Provide a realistic time line chart which lists:
    - each objective
    - the activities under each objective
    - the specific month(s) each activity will be implemented; and
    - the individual(s) responsible for the activities by project title/position
- Note:** A time line must be included for each year that support is requested.
- Provide a description of the proposed program staff, including resumes for key staff, qualifications and responsibilities of each staff member. At a minimum, key staff includes the Project Director and a Prevention Specialist.
- NOTE: The Project Director must be an employee of the applicant organization.**
- Indicate the level of effort for each proposed key staff position (e.g., 50%, 75%), including pertinent staff provided as an in-kind contributions.
  - Provide position or job descriptions for staff positions, including those to be filled.
  - Provide description of duties for proposed consultants and identify which objectives each will address.

**Note:** Collaborators, consultants, subgrantees, and subcontractors are accountable to the grantee for the management of any OMH funds received.

## Tracking and Evaluation Plan

Describe the plan to track youth through milestone achievements and events, such as remaining drug free, avoiding participation in gang-related activities, and successful progression through school, both during and after participation in the program.

The Evaluation Plan must clearly articulate how the applicant will evaluate program activities. It is expected that evaluation activities will be implemented at the beginning of the program in order to capture and document actions contributing to program outcomes. The Evaluation Plan must be able to produce documented results that demonstrate whether and how the strategies and activities funded under the Program made a difference in positively impacting the incidences of violent, abusive, and/or unhealthy behavior in the target population; and affected lifestyle choices. The plan must identify the expected results (i.e., a particular impact, outcome or product) for each major objective and activity, and discuss the potential for replication.

- **Data Collection and Analysis Method:**

- State how data will be collected and analyzed on each indicator.
- Identify who will be responsible for the project's evaluation, including who will collect and analyze data on each indicator.
- **Demographic Information** on the targeted minority population.
  - Describe demographic data to be collected on targeted minority youth being served by the project (e.g., race/ethnicity, gender, age, educational level).
- **Process Measures** describe indicators to be used to monitor and measure progress toward achieving projected results by objective. Process measures will vary depending upon the kind(s) of project activities to be provided. For example:
  - Number of hours of programming support/education provided.
  - Level of involvement of parents in the program as measured by number of events attended.
  - Number of activities/events scheduled for students on campus.
  - Number of undergraduate students participating in program activities and level of involvement.

- **Outcome Measures** describe indicators to be used to show that the project has accomplished the objectives it planned to achieve. For example:
  - Increase in participants knowledge gained from activities provided.
  - Improved academic performance as measured by grades and/or standardized test score.
  - Decrease in disciplinary actions taken, such as detention or suspension.
- **Impact Measures** describe indicators to be used to demonstrate the achievement of the goal of positively affecting violent, abusive and other unhealthy behaviors. For example:
  - Changes in behavior/patterns.
  - Changes in baseline data over time.
- Discuss how the project model might have applicability for similar communities.
- Describe the project's potential for long-term impact on violent, abusive, and/or unhealthy behaviors.
- **Information Dissemination** - Discuss plans and describe the vehicle (e.g., manual, CD), that will be used to document the steps which others may follow to replicate the proposed project in similar communities.

Describe how and with whom the project information, data findings and evaluation results will be shared (e.g., minority communities, schools) and how results will be used.

## Appendices

All appendices must be clearly referenced and support elements of the narrative.

Include documentation and other supporting information in this section. Examples include:

- The applicant organization's mission statement.
- Memoranda of Agreement (MOA) with partners.
- Progress Report for those institutions that previously received funding under the FCVP Program. Refer to **Appendix B** for the Progress Report Format.
- Data collection instruments.
- Relevant brochures or newspaper articles.

**Note:** Items included in this section count against the proposal's page limitation of 75 pages.

## Helpful Reminders

In preparing your application, you must:

1. Number all pages sequentially including any appendices. (Do not use decimals or letters, such as 1.3 or 2A.)
2. Type all materials in size 12 font, with 1" margins, double spaced.
3. Not exceed a total of 75 pages for the Project Narrative, including the Project Summary and Appendices. For those institutions that previously received funding under the OMH-supported FCVP Program, in addition to narrative, you must attach a report on the FCVP Program and its results. This report is limited to 15 pages double-spaced, which do **not** count against the page limitation. **(Refer to *Appendix B* for the Progress Report Outline.)**

In addition, for application submissions by express/regular mail or hand-delivered, you must:

1. Use 8½ by 11 inch white paper.
2. Type on one side of the paper only.
3. Not staple or bind the application package. Use rubber bands or binder clips.
4. Send an original, signed in blue ink, and 2 copies of the application package.

See ***Appendix D*** for additional Tips for Preparing an Application.

**Note:** The pages of the Project Narrative must be double-spaced.

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## SUBMISSION OF APPLICATION

### Application Deadline

No later than 5:00 p.m. Eastern Time, June 15, 2006.

### Submission Mechanisms

The Office of Public Health and Science (OPHS) provides multiple mechanisms for the submission of applications, as described in the following sections. Applicants will receive notification via mail from the Office of Grants Management, OPHS, confirming the receipt of applications submitted using any of these mechanisms. Applications submitted after **June 15, 2006** will not be accepted for review.

Applications that do not conform to the requirements of the grant announcement will not be accepted for review and will be returned to the applicant.

You may submit your application in either electronic or paper format.

To submit an application electronically, use either the OPHS **eGrants** web site, <https://egrants.osophs.dhhs.gov> or the **Grants.gov** web site, <http://www.Grants.gov/>. OMH will not accept grant applications via any other

means of electronic communication, including email or facsimile transmission.

## Electronic Submission

If you choose to submit your application electronically, please note the following:

- Electronic submission is voluntary, but strongly encouraged. You will not receive additional point value because you submit a grant application in electronic format, nor will you be penalized if you submit a grant application in paper format.
- The electronic application for this program may be accessed on <https://egrants.osophs.dhhs.gov> (eGrants) or on <http://www.grants.gov/> (Grants.gov). If using Grants.gov, you must search for the downloadable application package by the CFDA number (93.910).
- When you enter the **eGrants** or the **Grants.gov** sites, you will find information about submitting an application electronically, as well as the hours of operation. We strongly recommend that you do not wait until the deadline date to begin the application process. Visit **eGrants** or **Grants.gov** at least 30 days prior to filing your application to fully understand the process and requirements. **Grants.gov** requires organizations to successfully complete a registration process prior to submission of an application.
- The body of the application and required forms can be submitted electronically using either system. Electronic submissions must contain all forms required by the application kit, as well as the Program Narrative, Budget Narrative, and any other appendices or exhibits. Applicants are also required to submit, by mail, a hard copy of the face page (SF 424) with the original signature of an individual authorized to act for the application agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award. (Applicants using **Grants.gov** are not required to submit a hard copy of the SF 424, as **Grants.gov** uses digital signature technology.) If required, applicants using **eGrants** may also need to submit a hard copy of SF LLL, and/or certain program related forms (e.g., Program certifications) with original signatures.
- Any other hard copy materials, or documents requiring signature, must also be submitted via mail. Mail-in items may only include publications, resumes, or organizational documentation. (If applying via **eGrants**, the applicant must identify the mail-in items on the Application Checklist at the time of electronic submission.) The application will not be considered complete until both the

electronic application components and any hard copy materials or original signatures are received. All mailed items must be received by the Office of Grants Management, OPHS, by the deadline specified below.

- Your application must comply with any page limitation requirements described in this program announcement.
- We strongly encourage you to submit your electronic application well before the closing date and time so that if difficulties are encountered you can still send in a hard copy overnight. If you encounter difficulties, please contact the **eGrants** Help Desk at 1-301-231-9898 x 142 ([egrants-help@osophs.dhhs.gov](mailto:egrants-help@osophs.dhhs.gov)), or **Grants.gov** Help Desk at 1-800-518-4276 ([support@grants.gov](mailto:support@grants.gov)) to report the problem and obtain assistance with the system.
- Upon successful submission via **eGrants**, you will receive a confirmation page indicating the date and time (Eastern Time) of the electronic application submission. The confirmation will also provide a listing of all items that constitute the final application submission including all electronic application components, required hard copy original signatures, and mail-in items, as well as the mailing address of the Office of Grants Management, OPHS, where all required hard copy materials must be submitted and received by the deadline

specified below. As items are received by that office, the application status will be updated to reflect their receipt.

Applicants are advised to monitor the status of their applications in the OPHS **eGrant** system to ensure that all signatures and mail-in items are received.

- Upon successful submission via **Grants.gov**, you will receive a confirmation page indicating the date and time (Eastern Time) of the electronic application submission, as well as the **Grants.gov** Receipt Number. **It is critical that you print and retain this confirmation for their records, as well as a copy of the entire application package.** Applications submitted via **Grants.gov** also undergo a validation process. Once the application is successfully validated by **Grants.gov**, you will be notified and should immediately mail all required hard copy materials to the Office of Grants Management, OPHS, to be received no later than 5:00 p.m. Eastern Time on the **next business** day after the deadline. It is critical that you clearly identify the Organization name and **Grants.gov Application Receipt Number** on all hard copy materials. Validated applications will be electronically transferred to the OPHS eGrants system for processing. Any applications deemed “Invalid” by **Grants.gov** will **not** be transferred to the eGrants system. OPHS has no

responsibility for any application that is not validated and transferred to OPHS from **Grants.gov**.

- Electronic grant application submissions must be submitted no later than 5:00 p.m. Eastern Time on **June 15, 2006**. All required hard copy original signatures and mail-in items must be received by the Office of Grants Management, OPHS, no later than 5:00 p.m. Eastern Time on the **next business** day after the deadline.

### **Mailed or Hand-Delivered Hard Copy Application**

Applicants who submit applications in hard copy (via mail or hand-delivered) are required to submit an original and two copies of the complete application. The original application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award. The original and each of the two copies must include all required forms, certifications, assurances, and appendices.

Mailed or hand-delivered applications will be considered as meeting the deadline if they are received by the Office of Grants Management, OPHS, on or before 5:00 p.m. Eastern Time on **June 15, 2006**. The application deadline date requirement specified in this announcement supersedes the instructions in the OPHS-1.

Applications that do not meet the deadline will be returned to the applicant unread.

### **Where to Send Your Application and/or Required Hard Copy Original Signatures and Mail-In Items**

Ms. Karen Campbell  
Director, OPHS Office of Grants Management  
Tower Building, Suite 550  
1101 Wootton Parkway  
Rockville, MD 20852

**Reminder:** The deadline for **electronic submission** of applications is no later than 5:00 p.m. Eastern Time on **June 15, 2006** with required hard copy of original signature and mail-in items received in the OPHS Office of Grants Management no later than 5:00 p.m. Eastern Time on the next business day after the specified deadline.

### **Data Universal Numbering System Number (DUNS)**

Applicants must have a Dun & Bradstreet (D&B) Data Universal Numbering System number as the universal identifier when applying for Federal grants. The D&B number can be obtained by calling 866-705-5711 or through the web site at <http://www.dnb.com/us/>.

## How to Get Help

For technical assistance on budget and business aspects of the application contact:

Mr. DeWayne Wynn  
Grants Management Specialist  
OPHS Office of Grants Management  
Phone: (240) 453-8822  
E-mail: [dwynn@osophs.dhhs.gov](mailto:dwynn@osophs.dhhs.gov)

For questions about programmatic information and/or technical assistance in preparing your grant application, contact:

Ms. Vickie Shepherd  
Project Officer  
Division of Program Operations  
Office of Minority Health  
Phone: (240) 453-8444  
E-mail: [vshepherd@osophs.dhhs.gov](mailto:vshepherd@osophs.dhhs.gov)

For additional technical assistance:

- Contact the OMH Regional Minority Health Consultant for your region listed in your grant application kit.

For health information:

- Call the OMH Resource Center (OMHRC) at 1-800-444-6472.

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## EVALUATION OF APPLICATIONS

### Receipt of Applications

- Applications will be screened upon receipt. Applications that are not complete, or that do not conform to or address the criteria of the Program announcement will be considered non-responsive. The application will be returned with notification that it did not meet the submission requirements and will not be entered into the review process.
- Accepted applications will be reviewed for technical merit in accordance with Public Health Services policies.
- Applications will be evaluated by an Objective Review Committee (ORC). Committee members are chosen for their expertise in minority health and health disparities, and their understanding of the unique health problems and related issues confronted by the racial and ethnic minority populations in the United States.

## How Applications Are Scored

Applications will be reviewed on their own merits, and will not be compared to each other. The ORC will determine how well the application meets the review criteria and if it included all the required information. The ORC will make recommendations to OMH about the funding of applications.

### Review Criteria

The technical merit of the applications will be assessed by the ORC considering the

following 4 generic factors.

**Note:** The following factors are presented in the order in which they are addressed in the Project Narrative.

**Factor 1: Background (20%)**

- Demonstrated knowledge of the problem, including factors that place youth at-risk at the local level.
- Significance and prevalence of violence, abuse and other unhealthy behaviors issues in the proposed community and target population.
- Extent to which the applicant demonstrates access to the target community(ies), and whether it is well positioned and accepted within the community(ies) to be served.
- Extent and documented outcome of past efforts and activities with the target population.
- If applicable, extent and documented outcome(s) of activities conducted under the OMH-supported Family and Community Violence Prevention Program.

**Factor 2: Objectives (15%)**

- Merit of the objectives for each of the four required program areas (i.e., academic enrichment, personal

development and wellness, cultural enrichment, and career development).

- Relevance to the OMH program purpose and expectations, and to the applicant's stated problem.
- Attainability of the objectives in the stated time frames.

**Factor 3: Program Plan (40%)**

- Appropriateness of proposed approach and specific activities for each objective.
- Logic and sequencing of the planned approaches as they relate to the statement of need and to the objectives.
- Soundness of proposed partnerships (e.g., primary and secondary schools, community organizations) and their roles in the program.
- Appropriate involvement of undergraduate students in carrying out program activities.
- Appropriateness of the activities for each of the three years for the targeted age group, and identified risk factors.
- Applicant's capability to manage and evaluate the project as determined by:
  - Qualifications and appropriateness of proposed staff or requirements for "to be hired" staff and consultants.
  - Proposed staff level of effort.

- Management experience of the applicant.
- The applicant's organizational structure and proposed project organizational structure.
- Appropriateness of defined roles including staff reporting channels and that of any proposed consultants.
- Clear lines of authority among the proposed staff within and between participating organizations.

#### **Factor 4: Evaluation (25%)**

- The degree to which expected results are appropriate for objectives and activities.
- Appropriateness of the proposed data collection plan (including demographic data to be collected on project participants), analysis and reporting procedures.
- Soundness of the plan to track program participants.
- Suitability of process outcome, and impact measures.
- Clarity of the intent and plans to assess and document progress toward achieving objectives, planned activities, and intended outcomes.
- Potential for the proposed project to impact violent, abusive and/or

unhealthy behaviors of the target population.

- Soundness of the plan to document the project for replicability in similar communities.
- Soundness of the plan to disseminate project results.

#### **Award Criteria**

Funding decisions will be determined by the Deputy Assistant Secretary for Minority Health and will take into consideration:

- The recommendations and ratings of the ORC;
- Geographic distribution of applicants.
- Racial/ethnic distribution of targeted audience.

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### **REPORTING AND OTHER REQUIREMENTS**

#### **State Reviews (E.O. 12372)**

The Youth Empowerment Program is subject to the requirements of Executive Order 12372 which allows States the options of setting up a system for reviewing applications from within their States for assistance under certain Federal programs.

The application kit includes a list of States which have chosen to set up a review system and the State Single Point of Contact (SPOC) in the State for review. The SPOC list is also available on the

Internet at the following (other than federally recognized Indian tribes) address: <http://www.whitehouse.gov/omb/grants/spoc/html>.

Applicants (other than federally recognized Indian tribes) should contact their SPOCs as early as possible to alert them to the prospective applications and receive any necessary instruction on the State process.

The due date for State process recommendations is 60 days after the application deadlines established by the OPHS Grants Management Officer. The OMH does not guarantee that it will accommodate or explain its responses to State process recommendations received after that date. (See “Intergovernmental Review of Federal Programs,” Executive Order 12372, and 45 CFR Part 100 for a description of the review process and requirements.)

## Post Award Requirements

If you are selected for funding, you will need to let OMH know how your project is doing by sending:

- Semi-annual Progress Reports
- Annual Financial Status Reports

- A Final Project Report and Financial Status Report

Grantees will be informed of the progress report due dates and means of submission. Instructions and report format will be provided prior to the required due date. The Annual Financial Status Report is due no later than 90 days after the close of each budget period. The Final Progress Report and Financial Status Report are due 90 days after the end of the project period. Instructions and due dates will be provided prior to required submission.

## Uniform Data Set

The Uniform Data Set (UDS) is a web-based system used by OMH grantees to electronically report progress data to OMH. It allows OMH to more clearly and systematically link grant activities to OMH-wide goals and objectives, and document programming impacts and results. All OMH grantees are required to report program information via the UDS

(<http://www.dsgonline.com/omh/uds>).

Training will be provided to all new grantees on the use of the UDS system during the annual grantee meeting.

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## ADDITIONAL INFORMATION

### Definitions

For purposes of this announcement, the following definitions apply:

**Memorandum of Agreement (MOA)**—A document signed by authorized representatives of a partner organization which details the roles and resources the entity will provide for the project and the terms of the agreement (must cover the entire project period).

**Minority Populations**—American Indian and Alaska Native; Asian; Black or African American; Hispanic or Latino; and Native Hawaiian or Other Pacific Islander (42 U.S.C. § 300u-6, section 1707 of the Public Service Act, as amended).

**Protective Factors**—Those factors that potentially decrease the likelihood of engaging in a risk behavior. (*Risk and Protective Factors for Youth Violence Fact Sheet*, retrieved November 15, 2005 from the National Youth Violence Prevention Resource Center Web Site: <http://www.safeyouth.org>)

**Risk Factor**—Scientifically established factors or determinants for which there is strong objective evidence of a causal relationship to a problem. (*Risk and Protective Factors for Youth Violence Fact Sheet*, retrieved November 15, 2005 from the National Youth Violence Prevention Resource Center Web Site: <http://www.safeyouth.org>)

**Tribal College or University (TCU)**—One of the institutions cited in section 532 of the Equity in Education Land-Grant Status Acts of 1994 (7 U.S.C. § 301 note) or that qualify for funding under the Tribal Controlled Community College Assistance

Act of 1978, (25 U.S.C. § 1801 et seq), and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, Public Law 95-471, Title II (25 U.S.C. § 640a note).

## Healthy People 2010

The Public Health Service (PHS) is committed to achieving the health promotion and disease prevention objectives of Healthy People 2010, a PHS-led national activity announced in January 2000 to eliminate health disparities and improve years and quality of life.

Information may be found on the Healthy People 2010 web site: <http://www.healthypeople.gov>.

Copies of the Healthy People 2010: Volumes I and II can be purchased by calling (202) 512-1800. The cost is \$70 for the printed version, \$20 for CD ROM. Another reference is the Healthy People 2010 Final Review-2001.

For one free copy of the Healthy People 2010, contact:

The National Center for Health  
Statistics  
Division of Data Services  
3311 Toledo Road  
Hyattsville, MD 20782  
telephone (301) 458-4636

Ask for HHS Publication No. (PHS) 99-1256. This document may also be downloaded from:  
<http://www.healthypeople.gov>.

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## FREQUENTLY ASKED QUESTIONS

1. **Where can I get more information about the program?** For information on the program, or for technical assistance in preparing an application, contact:

Ms. Vickie Shepherd, Project Officer, on (240) 453-8444, or by e-mail at  
[vshepherd@osophs.dhhs.gov](mailto:vshepherd@osophs.dhhs.gov)

For questions or assistance related to budget and other business aspects, contact:

Mr. DeWayne Wynn, Grants Management Specialist, on (240) 453-8822, or by e-mail at  
[dwyne@osophs.dhhs.gov](mailto:dwyne@osophs.dhhs.gov)

Information on this program is also available on OMH's web site:  
<http://www.omhrc.gov>

2. **Who is eligible to apply?** This is a limited competition. Four-year undergraduate schools with a documented history in minority communities, or Tribal Colleges may apply.

3. **Can another agency serve as the fiscal agent for my project?** No. The applicant must serve as the fiscal agent and be responsible for implementing the project.
4. **Are there any requirements for staffing?** At a minimum, the Project should include a Project Director and Prevention Specialist.
5. **What is a "CFDA" Number?** The Catalog of Federal Domestic Assistance (CFDA) is a Government-wide compendium of Federal programs, projects, services, and activities that provide assistance. Programs listed therein are given a CFDA Number. The CFDA Number for the Youth Empowerment Demonstration Grant Program is 93.910.
6. **What documentation is required to substantiate the applicant's history of working in minority communities?** In the Project Narrative, the applicant must describe the specific activities/programs conducted in local minority communities, and give information on the dates that such activities/programs were conducted. In addition, the applicant must indicate whether it meets the eligibility criteria on the Project Profile, and indicate the page number(s) of the application where substantiating information can be found.
7. **What is the Project Period?** The project period is the total time for which support of a discretionary project has been programmatically approved. The project period usually consists of a series

of budget periods of one-year duration. Once approved through initial review, continuation of each successive budget period is subject to satisfactory performance/ progress, and availability of funds.

8. **How much money is an applicant eligible to apply for?** Each applicant may request a budget ranging from \$200,000 to \$250,000 per year for each of the three years. Matching funds are not required.

9. **Do I budget for one year or three years?** The period of support for each project is three years. Each applicant must submit a budget for each of the three years.

10. **Can you tell me exactly which forms are required for this application?** OPHS-1, Project Profile and the Key Personnel Form are required. The application kit and all the forms for this program are available on-line at **eGrants** web site at: <https://egrants.osophs.dhhs.gov>, as well as the Office of Minority Health Resource Center web site at: [www.omhrc.gov](http://www.omhrc.gov).

11. **What items are included in the 75 page limitation?** The project narrative, including the Table of Contents, Project Summary and Appendices (excluding the Progress Report), count against the page limitation.

Items that are **not** included in the 60 page limitation include the SF-424, SF-424A, Budget Justification, Key Personnel Form, Indirect Cost Rate Agreement, Checklist, Proof of Non-profit Status, SF-LLL, SF-LLL-A, and the Progress Report. Although the Progress Report is not included in the 75 page limitation, it is limited to 15 pages.

12. **Should my proposal be single or double spaced?** The Project Narrative (including the Project Summary) must be double-spaced.

13. **How do I submit an application?** Methods for application submission are by express/regular mail, or electronically by OPHS **eGrants** or **Grants.gov**.

**For Mailed or Hand-Delivered Applications -**

Send an original signed in blue ink, and 2 copies of your grant application **no later than 5:00 p.m. Eastern Time on June 15, 2006 to:**

Ms. Karen Campbell  
Director  
OPHS, Office of Grants Management  
Tower Building, Suite 550  
1101 Wootton Parkway  
Rockville, Maryland 20853

**For Electronic application -**

Options for electronic submission are **Grants.gov** or the OPHS **eGrants** system. The deadline for electronic

submission of applications is no later than 5:00 p.m. Eastern Time on **June 15, 2006. In addition all required hard copy original signatures and mail-in items are to be received no later than 5:00 p.m. Eastern Time on the next business day after the deadline in the OPHS Office of Grants Management** (see address above). Information about the Grants.gov system is available on the Grants.gov web site at: <http://www.grants.gov>. Information about the OPHS eGrants system is available at: <https://egrants.osophs.dhhs.gov> or by contacting the OPHS Office of Grants Management at (240) 453-8822.

Applications submitted by facsimile transmission (FAX) or an electronic format other than OPHS eGrants or Grants.gov **will not** be accepted.

14. **Is there a preferred method for submitting the application?** No. The submission of applications by express/regular mail or electronically by OPHS eGrants or Grants.gov are all acceptable methods. However, the OPHS encourages the use of electronic submission.

15. **Who do I call if I experience problems in submitting my application electronically?** For eGrants, contact the help desk at 1-301-231-9898 x142; [or by e-mail at egrants-help@osophs.dhhs.gov](mailto:help@osophs.dhhs.gov). For

Grants.gov, contact the help desk at 1-800-518-4276; or by e-mail at [support@grants.gov](mailto:support@grants.gov).

16. **What are the “hard-copy” items that have to be submitted for electronic filing?** For applications filed via eGrants, required hard copy items are the face page (SF-424) and the SF-LLL (if applicable), with original signatures. Grants.gov utilizes digital signature technology, and does not require any forms to be mailed in separately.
17. **How do I obtain a DUNS number?** You may obtain a DUNS number by calling 1-866-705-5711 or online at <https://www.dnb.com/us/>. Your DUNS number must be included in the application at the time of submission.
18. **What is the Uniform Data Set (UDS)?** The UDS is an Internet-based system which provides both the OMH and its partners with a comprehensive project and program management system. The system allows OMH-funded grantees to organize and report their project data, and OMH to use information provided to determine what kinds of grant-related approaches and strategies are most effective, develop program performance measures, meet Federal reporting requirements, and serve as a means for identifying best practices. All FY 06 OMH-funded grantees will be required to report project information using the web-based UDS system. Training will be provided to all new OMH-funded grantees.

19. **Are racial/ethnic populations other than those identified in the definition eligible for the program?** No. The target populations that are eligible for OMH Programs are American Indian and Alaska Native; Asian; Black or African American; Hispanic or Latino; and Native Hawaiian or other Pacific Islander (42 U.S.C. § 300-u-6, section 1707 of the Public Health Service Act, as amended).
20. **Can an organization submit more than one application to this program?** No. A college/ university may submit no more than one application to the Youth Empowerment Program. Those institutions submitting more than one proposal for this grant program will be deemed ineligible, and all proposals will be returned without comment.
21. **Can an applicant submit an application for the Youth Empowerment Program if it is currently funded under another OMH grant or cooperative agreement program?** Yes. An applicant currently funded under another OMH program may submit an application to this grant program, provided that the application does not propose to carry out the same project and/or activities.

**APPENDIX A**

**Department of Health and Human Services  
Office of Minority Health**

**Youth Empowerment Demonstration Grant Program  
FY 2006**

**Project Summary Outline**

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**INSTRUCTIONS:** This Report Outline should provide a concise recapitulation of the key aspects of the application. The summary should follow the recommended format, be no more than five (5) pages and be typed double-spaced on one side of plain, 8 ½ " x 11 " white paper with 1 " margin using no less than 12 point font.

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<b>Project Title:</b>	Full Name of the Project
<b>Applicant:</b>	Applicant Organization's Name
<b>Location:</b>	City, State, Zip Code
<b>Project Director:</b>	Name of the Project Director, Telephone and Fax Number, and E-mail Address
<b>Proposed Year 1 Budget:</b>	Total Direct/Indirect
<b>Proposed Service Area:</b>	Specify County, City, Neighborhoods, or Communities to be Served by Project Activities
<b>Target Population:</b>	Specific Minority Population(s) to be Served by project (age range, race/ethnicity, grade level)

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**Background:**

**Objectives:**

**Program Plan:**

**Tracking and Evaluation Plan:**

**Products:**

**APPENDIX B****Department of Health and Human Services  
Office of Minority Health****Family and Community Violence Prevention Program****Progress Report Outline  
(Suggested)**

The report must contain a description of the activities conducted under the **OMH-Supported Family and Community Violence Prevention Program - Family Life Centers**. At a minimum each of the following items must be addressed. Additional information relevant to the program may be included.

**I. PROGRAM INFORMATION**

- Name of Project Director
- Time period covered by this Report (three year period of the program)

**II. SPECIFIC OUTCOMES**

- State the original project objectives, summarize the activities implemented to achieve and measure each objective, and summarize accomplishments of those activities with specific outcomes for each objective.
- Provide summary data from evaluation activities conducted to achieve the project's stated goals and objectives (e.g., number of participants served, number of hours of service provided).
- Discuss the findings of program evaluations.
- Describe any products directly related to project activities (e.g., brochures, training curricula).
- Discuss staffing changes including additions/deletions of funded positions and any unfilled staff positions and the impact on the program.

**III. CHANGES IN PROGRAM PLAN AS ORIGINALLY APPROVED**

- Describe any changes or modifications made to the original objectives. Specifically explain the changes/modification and their significance in conducting the project.

**APPENDIX C****Department of Health and Human Services  
Office of Minority Health****Youth Empowerment Demonstration Grant Program  
FY 2006****Memorandum of Agreement (MOA)  
(Sample Format)****I. Partnership Organization**

Identify the organization that is a partner of the project and the individuals representing the partnership. Provide a statement which indicates that by signing the document, the organization commits to executing the activities and providing the resources as detailed in the agreement.

**II. Project Activities**

Summarize the activities to be carried out by the organization relative to the proposed project.

**III. Commitment of Resources**

Delineate the resources the partner organization will provide to the project. Also indicate the amount of grant funds, if any, the organization will receive.

**IV. Term of Agreement**

Indicate the specific dates of the agreement. The term of the agreement should at least endure the life of the grant. Also indicate the terms for termination of the agreement.

## V. Signatures

A representative from the applicant organization and the partner organization must sign this document. The agreement must be signed by individuals with the authority to represent the organization (e.g., president, chief executive officer, executive director).

<p><b>Note:</b> A separate MOA must be completed for each of the partner (at least three) organizations.</p>
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**APPENDIX D****TIPS FOR PREPARING AN APPLICATION**

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**Keep your audience in mind.** Reviewers will use only the information contained in your application to assess your proposal. Be sure your application and responses to the project requirements and expectations are complete and clearly written. **Do not** assume that reviewers are familiar with your organization. Make your application self-explanatory, with data clearly described and explained. Keep the review criteria in mind as you write the application.

**Follow the instructions in the Program Guidelines carefully.** The instructions call for a particular organization of the materials, and reviewers are accustomed to finding information in specific places. Following the instructions will eliminate the need for reviewers to hunt through your application for information. Be organized and logical in your presentation so reviewers can follow the thought process for the proposed project.

**Involve evaluation expertise.** OMH projects focus on evaluation in order to define successful intervention approaches. Applications, therefore, can greatly benefit from involvement of an evaluator, early in the process, to provide assistance with evaluation design and data collection instruments.

**Be concise and clear.** Make your points understandable. Provide accurate and honest information, including candid accounts of problems and limitations, and realistic plans to address them. If you omit any required information or data, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with your proposal, narrative and information in other tables.

**Be careful in the use of appendices.** Do not use the appendices for information that is required in the body of the application. Be sure to cross-reference all tables and attachments in the text of the application.

**Carefully proofread your application.** Misspellings and grammatical errors will impede reviewers in understanding your application. Be sure pages are numbered (including appendices) and that page limits are followed. Limit the use of abbreviations and acronyms, and define each one at its first use and periodically throughout the application.

**Ask for assistance.** If any questions arise when preparing your application, contact the person listed on page **20** of the Program Guidelines.